

7a. Foundation Fundraiser Coordinator

Supervision received: Student Projects Coordinator

General Responsibilities: The Foundation Fundraiser Coordinator develops, plans and implements initiatives designed to raise money for the NACA Foundation at the regional conference.

Specific Responsibilities:

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- In conjunction with the Student Projects Coordinator, develops ideas for fundraising initiatives that are consistent with the conference schedule, available facilities, and available volunteer support.
- Through collaboration with the conference treasurer, assure that all financial transactions are completed with adherence to NACA Accounting Procedures.
- Following the conference, communicate results of fundraiser to regional conference attendees.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

Term of Service: January 1 through December 15. (For Northern Plains, June 1 to April 30)

Qualifications:

- The Foundation Fundraiser Coordinator must be a graduate or undergraduate student at an NACA member institution (note: if the volunteer changes institutions during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of starting at the new institution.)
- The volunteer must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.). [\[Return to Position Index\]](#)